



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INFORMATION OFFICER I (SPECIALIST)

\$3,764 – \$4,576

PRESS OFFICE

300 Capitol Mall – Sacramento

The California Department of Insurance is seeking an experienced individual to serve as Deputy Press Secretary (Information Officer I). Under the direction of the Deputy Commissioner/Press Secretary, the incumbent will perform professional and technical media related tasks for the Department's comprehensive public information program.

RESPONSIBILITIES: The Information Officer I will assist the Deputy Commissioner/Press Secretary in the design and implementation of the Department's public information program. This includes media, various groups and organizations, legislative, and general public outreach efforts; updating and evaluating the program as required, in addition to planning for all major communication outlets, including print and broadcast; formulating strategy, writing, editing, production and distribution of materials. The incumbent will assist in media placement, coordination of interviews, preparing and issuing advisories and press releases, material for press conferences or backgrounders, and important correspondence; provide research and analyses for special information projects for the Commissioner's Office; collect and evaluate data as required; issue reports on projects; and other related duties as required.

DESIRABLE QUALIFICATIONS: The successful candidate will have a strong public relations and/or media relations background, with strong oral and written communication skills. Candidate will possess strong analytical and problem solving skills. Candidate must possess knowledge of the following: techniques of preparing, producing and disseminating information utilizing all major media outlets; ability to establish and maintain good working relations with the news media and other public groups; ability to analyze data; ability to write, edit and prepare for publication or reproduction: news releases, magazine articles, correspondence, brochures, pamphlets, reports, speeches, and scripts for radio, television, and other information material; and ability to work under tight deadlines in a fast-paced environment while gathering accurate information. Working knowledge of Microsoft Word is desired.

WHO MAY APPLY: Applications will be accepted from current State employees at the Information Officer I (Spec) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. State employees currently on SROA lists or employed by a surplus department are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, and reinstatement) on the State application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Priscilla Molina, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814.

Please indicate "Information Officer I, #183-5601-001" on the State application. For additional information, please call (916) 492-3260.

FINAL FILING DATE: **August 14, 2000 or until filled**

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

8/3/00